

NERC/WECC COMPLIANCE SPECIALIST

MERCED IRRIGATION DISTRICT NERC/WECC COMPLIANCE SPECIALIST

FLSA Status – Non-Exempt

DEFINITION:

Under general direction, perform professional duties related to the administration of the District's electric reliability compliance program. Ensure that the District's electric and hydro systems are operated in a reliable and stable manner compliant with the national and regional reliability standards as established by, but not limited to the following agencies: the Federal Energy Regulatory Commission (FERC), North American Electric Reliability (NERC), Western Electricity Coordination Council (WECC), etc.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Monitor, initiate, maintain, and suggest revision to policies and procedures for the general operation of the District's Electric and Hydro Compliance Programs, assuring compliance with regulations set by governing authorities.
- Manage the day-to-day operation of the program and track regulatory requirements. Periodically review and update policies and procedures to assure continuing currency and relevance in providing guidance to management and employees.
- Act as a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution and functions as an independent review and evaluation entity to assure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Prepare reports required by governing agencies assuring that the District is meeting and following mandated requirements and timelines.
- Assure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Respond to perceived and/or reported violations of rules, regulations policies and procedures and develop procedures and protocols for handling such violations.
- Develop, maintain and submit evidence to show compliance with NERC/WECC Standards.
- Participate in a District-wide project to manage and organize key documents and records. Provide recommendations and project support to make historic document filing and retrieval more efficient.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Two (2) years of college with substantial course work in electric utility compliance practices, policies and procedures set by governing authorities. Four (4) year degree is high desirable.

Experience:

- One (1) year of progressively responsible and directly related analytical experience in an electric utility setting.

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Ability to:

- Communicate effectively with internal and external personnel, including regulatory agencies.
- Learn to interpret and integrate complex data and information, including standards.
- Must work effectively with other departments, agencies, consultants and associations.
- Advanced problem solving skills.
- Follow oral and written instructions.
- Maintain confidentiality.
- Prepare compliance submittals and reliability-related technical documentation.
- Multi-task with several complex and demanding concurrent projects and deadlines.
- Excellent organizational, written and verbal skills.
- Occasionally travel outside of the area to attend various meetings and work outside of normal work hours to meet workload needs.

Knowledge of:

- Electric utility principles, practices, and terminology.
- Advanced computer application skills that include the ability to create tracking programs and work with compliance governed portals.
- Methods and techniques of research, statistical analytical, and report preparation.
- Principles of technical report preparation .
- Principles and practices of effective customer service.
- Principles and practices of safety management.

Necessary Special Requirements:

- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 20% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office and field environment.
- Regularly travels to attend training courses and seminars.

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

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TYPICAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District's management, co-workers, outside agencies, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computers, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day.

Hands/Arms: Operates computer for up to eight (8) hours per day.

Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.

Stooping: Bends body downward and forward by bending at the knees or waist.

Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.

Hearing: Hears well enough to receive communications in person and by telephone.

Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Deputy General Manager, Energy Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.